**Off-campus Education Quick Notes**

**Table of Contents**

Off-campus at a Glance (link\*)

Off-campus Contact Information (link\*)

Off-campus Programs

**Registered Apprenticeship Program (RAP)**

Registered Apprenticeship Program (RAP) tip sheet

[CAREERS: the Next Generation](http://nextgen.org/)

[High School Students](http://nextgen.org/Students/HighSchoolStudents/tabid/598/Default.aspx)

[TRADESECRETS - Alberta Industry and Training](http://www.tradesecrets.gov.ab.ca/)

[Trades and Occupations](http://www.tradesecrets.gov.ab.ca/index.html?page=trades_occupations.asp)

[Registered Apprenticeship Program Application Form](http://www.tradesecrets.gov.ab.ca/index.html?page=forms_publications/instructions.html)

[Registered Apprenticeship Program Verification Form](http://www.tradesecrets.gov.ab.ca/index.html?page=forms_publications/instructions.html)

[RAP Scholarships](http://www.tradesecrets.gov.ab.ca/index.html?page=scholarships_awards/scholarships_awards.html)

[CAREERS: the Next Generation](http://nextgen.org/)

[High School Students](http://nextgen.org/Students/HighSchoolStudents/tabid/598/Default.aspx)

Employer/Student Safety Orientation Checklist

Registered Apprenticeship Program Student File Checklist

Registered Apprenticeship Program Sample Learning Plans and Assessment forms

[Prerequisite CTS Health and Safety Course Program of Studies](http://www.education.alberta.ca/teachers/program/off-campus.aspx)

[First Year Apprentice Learning Plans pages 118 - 150](http://www.education.alberta.ca/media/616821/offcampus.pdf)

**Work Experience**

* Work Experience tip sheet (link\*)
* Employer/Student Safety Orientation Checklist (link\*)
* Work Experience Student File Checklist (link\*)
* Work Experience Sample Learning Plans and Assessment forms (link\*)
* Work Experience in the Canadian Armed Forces (hyperlink)

<http://www.recruiting.dnd.ca/html/locateus_en.aspx>

* Work Experience credits in Health, Forestry, ... (hyperlink)

<http://www.nextgen.org/>

* Prerequisite CTS Health and Safety Course Program of Studies (hyperlink)

<http://edc.gov.ab.ca/cts/>

**Green Certificate**

* Green Certificate tip sheet (link\*?)
* Green Certificate (hyperlink)

<http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/grc6643>

* Green Certificate Registration Form (hyperlink)

<http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/grc6643/$FILE/GC_Registration_Form_June09.pdf>

* Employer/Student Safety Orientation Checklist (link\*)
* Green Certificate Student File Checklist (link\*)
* Prerequisite CTS Health and Safety Course Program of Studies (hyperlink)

<http://edc.gov.ab.ca/cts/>

**Career Internship**

* Health Services Youth Initiative tip sheet (link\*)
* Health Services Youth initiative

<http://www.nextgen.org/Programs/HealthServices/tabid/193/Default.aspx>

* Career Internship 10

<http://education.alberta.ca/teachers/program/off-campus.aspx>

**Workplace Readiness**

* Workplace Readiness tip sheet (link\*)
* Workplace Readiness courses (hyperlink)

<http://www.education.alberta.ca/teachers/program/know/programs/occ-courses.aspx>

**Safety and Off-campus Education Quick Links**

* Alberta Farm Safety Program (hyperlink)

<http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/All/aet623>

* Alberta Safety Council (hyperlink)

<http://www.wcb.ab.ca/>

* Canadian Centre for Occupational Health and Safety (hyperlink)

[www.ccohs.ca](http://www.ccohs.ca)

* Canadian Red Cross (hyperlink)

[www.redcross.ca/article.asp?id=000620&tid=021](http://www.redcross.ca/article.asp?id=000620&tid=021)

* Central Alberta Economic Partnership (hyperlink)

[www.centralalberta.ab.ca/index.cfm?page=eps\_supporttraining#safety](http://www.centralalberta.ab.ca/index.cfm?page=eps_supporttraining#safety)

* Industrial Health Safety Environment (hyperlink)

[www.hseintegrated.com/tra/index.php](http://www.hseintegrated.com/tra/index.php)

* Job Safety Skills Society (hyperlink)

[www.jobsafetyskills.com](http://www.jobsafetyskills.com)

* Safety 1st at Work Pick Up and Go Kit (hyperlink)

[www.careerprep.ab.ca](http://www.careerprep.ab.ca)

* Safety @ Work Virtual Reality Teaching Tool (hyperlink)

[www.careerprep.ab.ca](http://www.careerprep.ab.ca)

* St John Ambulance (hyperlink)

[www.sja.ca/Alberta/Training/Pages/FirstAidCourses.aspx](http://www.sja.ca/Alberta/Training/Pages/FirstAidCourses.aspx)

* The Alberta Construction Safety Association (hyperlink)

[www.acsa-safety.org/default.aspx](http://www.acsa-safety.org/default.aspx)

* Workplace Health and Safety (hyperlink) [www.employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/53.html](http://www.employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/53.html)
* Work Safe Alberta(hyperlink)

[www.worksafely.org](http://www.worksafely.org)

* Workers Compensation Board, Alberta(hyperlink)

<http://www.wcb.ab.ca/>

* Safety Interactive Websites (link\*)

**Alberta Education**

Off-campus Education Handbook (hyperlink)

<http://www.education.alberta.ca/teachers/program/off-campus.aspx>

Table of Contents:

* School Authority Responsibilities
* School Administration Responsibilities
* Coordinator Responsibilities
* Employer Selection
* Student Selection, Preparation and Orientation
* Pre-placement Orientation
* Student Placement, Monitoring and Assessment
* Student Safety, including incident/injury reporting
* Registered Apprenticeship Program
* Green Certificate
* Evaluation: Placement and Program
* Promoting an Off-campus Education Program